

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

DIRECTOR REVIEW INFORMATION

INTRODUCTION:

A Director Review (DR) permit is an administrative permit issued by the Planning Director that avoids the time and expense of a public hearing before the Planning Commission. Director Review permits typically are issued when sufficient standards are contained in the Mono County General Plan, when projects are minor and noncontroversial, and when exempt from the California Environmental Quality Act (CEQA).

Director Review permits may be processed with or without notifying adjacent property owners. A DR permit without notice takes approximately one to three weeks to process. A DR permit with notice takes approximately four to six weeks, which includes a 10-day review and comment period.

APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Completed Project Information form.
- C. Detailed plot plans meeting the requirements of the attached plot plan guidelines: One full-size copy (blueprints) and one reduced version no larger than 11" x 17".
- D. Elevations or flat-scale drawings of the proposed project: One full-size set and one reduced set no larger than 11" x 17".
- E. Floor plans of project: One full-size set and one reduced set no larger than 11" x 17".
- F. Deposit for project processing: See Development Fee Schedule for Director Review.
- G. Environmental Review (CEQA): See Development Fee Schedule for Categorical Exemption.

APPLICATION REVIEW PROCEDURE:

- A. **Application packet submitted** to the Planning Division.
- B. **Planning staff review** of the application packet. If deemed incomplete, the applicant will be notified of the deficiencies. If the packet is complete, the Planning Director will determine whether to review the project with or without notice to adjacent property owners. If the Director determines to issue the permit with notice, a notice will be sent to the affected property owners. The comment period for property owners is 10 days.
- C. **Preparation of permit and environmental document.** Once the packet is complete and, if applicable, the comment period for noticed projects has ended, staff will prepare the permit and the Categorical Exemption.
- D. **Review by Director.** The Planning Director will review the permit and take action. The permit may be: 1) denied, 2) approved, or 3) approved with conditions. The applicant will receive a copy of the decision. The Director Review permit becomes effective 15 days following the date of the Director's decision unless an appeal is filed.
- E. **Appeal of the decision.** The applicant or other interested parties can appeal the decision of the Planning Director to the Planning Commission. If an appeal is filed, the permit will not be issued until the appeal is considered and the Planning Commission

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renders a decision. A completed appeal application with accompanying fees must be filed with the Planning Division within 15 days of the decision date.

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**DIRECTOR REVIEW
APPLICATION**

APPLICATION # _____ FEE \$ _____
DATE RECEIVED _____ RECEIVED BY _____
RECEIPT # _____ CHECK # _____ (NO CASH)

APPLICANT/AGENT _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (____) _____ E-MAIL _____

OWNER, if other than applicant _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (____) _____ E-MAIL _____

DESCRIPTION OF PROPERTY:

Assessor's Parcel # _____ General Plan Land Use Designation _____

PROPOSED USE: Applicant(s) should describe the proposed project in detail, using additional sheets if necessary. Note: An incomplete or inadequate project description may delay project processing.

I CERTIFY UNDER PENALTY OF PERJURY THAT I am: ® legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), ® corporate officer(s) empowered to sign for the corporation, or ® owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

Signature

Date